

## **THREE PARTY CONTRACT FORMS**

### **FOR PUBLIC DRAINAGE AND/OR PAVING IMPROVEMENTS ONLY**

#### **GENERAL INFORMATION:**

- All required forms must be fully completed with original signatures prior to submittal to the Department of Public Works. Please avoid using faxed copies.
- The contractor must be prequalified with the Department of Public Works for this type of construction. Contact the Department of Public Works for additional information concerning prequalification.
- All blanks should be typed in or clearly printed with black ink.
- The owner and contractor shall also sign the contract form (page 5) and notarized (page 6).
- A minimum of three (3) complete sets with original signatures shall be submitted to the Department of Public Works for review and acceptance at least three (3) days prior to beginning construction of any public paving or drainage improvements.
- Once these and all other items relative to this project have been complied with, please coordinate construction of this project with Mr. Stephen B. Cooke, Construction Services Manager, at 817-459-6564. Notification should be made at least 48 hours prior to beginning construction so that an inspector may be assigned to this project.
- Any questions concerning these contracts can be directed to Cynthia Duncan, Engineering Assistant, at 817-459-6362.

#### **INSTRUCTIONS FOR COMPLETING THIS FORM:**

1. The project name is the name of the subdivision, including phase or section, lot and block.
2. The contract number will be filled in by the Department of Public Works.
3. Section I: Identify the type of construction such as Concrete or HMA Paving, Deceleration Lane, Median Opening, Left Turn Lane, Storm Drainage, Concrete Lined Channel and the location of the project (subdivision name).
4. Section IV: Execute and submit Maintenance Bonds on all projects.
5. Section V and VI: Performance Bonds and the Payment Bonds are required for contracts in excess of \$25,000.00.
6. Power of Attorney should be submitted with the Bonds.
7. Section VII: The amount of the contract should be included in this space. Payment shall be made as designated between the owner and contractor. For example: payment upon completion of construction, payment on monthly basis, etc.

8. A copy of the proposal containing an itemized breakdown of quantities, unit prices, etc. of the public improvements should be submitted with each of the contracts. **Do not include private facilities.** When applicable, the proposal shall include an item for Trench Safety protection specified in linear footage and a statement that a safety program will be applied by the contractor. Requirements concerning Trench Safety should comply with House Bills 665 and 662.
9. Section XII: Insurance requirements must be met in accordance with Section XII. Three (3) original Certificates of Insurance (Accord Form) need to be submitted with the contracts. An additional copy needs to be submitted for the Risk Manager of the City of Arlington. The Insurance Certificate shall be written with the City of Arlington as an additional insured on all policies and a waiver of subrogation on the workers compensation policy. The certificate should identify the project name and the type of construction.
10. The subdivision plat and/or easements need to be filed with Plat/Deed Records, Tarrant County, Texas.
11. The Administration and Inspection Fee needs to be paid prior to beginning with construction. The fee is 4% of the contract amount for all public paving and/or drainage improvements.
12. Submit two (2) copies of a Traffic Control Plan and the completed Traffic Control Plan Checklist prior to the closing of any street or causing any obstruction to pedestrian or vehicular traffic. The plan should be signed and dated by the responsible entity. A copy will be forwarded to the Traffic Operations Division for review and acceptance. State on the document that the plan is in accordance with the City of Arlington Work Area Traffic Control Manual (a copy may be obtained from the Traffic Operations Division) and/or the latest edition of the Texas Manual on Uniform Traffic Control Devices.
13. Submit two (2) copies of a Trench Safety Plan for storm drainage improvements, if applicable.

If you have questions concerning the completion of these forms, please contact the Department of Public Works at 817-459-6550.